

## **EDUCATION**

**Texas Tech University, College of Media & Communication**  
*Bachelor of Arts, Public Relations*

Lubbock, TX  
Graduation: May 2017

## **EXPERIENCE**

**Congressman Blake Farenthold 27<sup>th</sup> District of Texas**

Washington, DC

*Scheduler*

September 2017-Present

- Prepare the daily schedule for the Congressman and disseminate information to the Washington, D.C. and district offices
- Manage multiple conflicting priorities between House committee offices, internal operations of the office, and the Congressman's personal life
- Coordinate extensive travel reservations for the Congressman and staff within the United States
- Provide daily logistical support for the Congressman to ensure timely arrival to events
- Maintain an accurate record of all correspondence and schedule requests for events and meetings
- Record receipts and disbursements for financial disclosure reporting
- Coordinate with legislative staff to ensure the Congressman is appropriately briefed on legislative topics

**Texas Tech University Student Government Association**

Lubbock, TX

*Chief of Staff*

November 2016-May 2017

- Directed the day-to-day operations of the office and coordinate all office meetings and schedules
- Served on multiple university committees, and was chairman of the Student Union Fee Advisory Board
- Served as the top advisor to the Student Body President to aid in the completion of strategic initiatives
- Monitored official correspondence of executive officers including letters of acknowledgements, condolences, congratulatory, and speeches for appearances

**Texas Tech University System**

Lubbock, TX

*Student Intern: Office of the Vice Chancellor for Institutional Advancement*

May 2015-October 2016

- Assisted in planning and coordinating more than 6 annual events for the Chancellor's Council
- Maintained high standards for professional customer service with multiple university leaders, distinguished alumni and friends of the Texas Tech University System
- Worked with highly confidential material and proficient in using the donor database program, *Advance*, to create reports for development professionals

## **ACTIVITIES**

**Texas Tech University Student Loyalty Council**

September 2015-May 2017

*Founding President*

- Created the first student philanthropy program at Texas Tech University
- Attended one-on-one meetings with 12 different academic deans of colleges to solicit support
- Implemented the first Day of Giving at Texas Tech, raising over \$40,000 in endowed funds

**Texas Tech Student Alumni Association**

September 2015-August 2016

*President, Student Alumni Board*

- Student Member of the 2015-2016 Texas Tech Alumni Association National Board of Directors
- Official ambassador for the Texas Tech Alumni Association and Student Alumni Association
- Traveled to Alumni Association chapter events and four CASE ASAP Networking Conferences
- Hootsuite certified, social media contributor to the Texas Tech Student Alumni Association Facebook, Instagram, and Twitter Accounts

## **ACHIEVEMENTS**

**Boy Scouts of America**

September 2000-June 2012

- Eagle Scout with Bronze Palm
- National Award of Merit